



# BEACON

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## **BEACON Support Team Sponsor Orientation**

**May 10-12, 2006**

## Agenda

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- Introductions & Meeting Purpose
- BEACON Support Team Member Roles & Responsibilities
- Design Sessions Overview
- Organizational Readiness & Communication
  - Success Factors
  - Potential Challenges
  - Communications
- Next Steps

## Introductions & Meeting Purpose

Launch our BEACON  
Support Teams so that we  
can successfully begin  
implementation activities for  
the BEACON HR/Payroll  
Project

## **BEACON Support Team (BST) Member Roles & Responsibilities**

## Objectives of the BST

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- Lead and manage the BEACON HR/Payroll Project implementation within the agency or university to meet project objectives and schedule
- Facilitate communications between the agency or university and the BEACON HR/Payroll Project Team
- Serve as advocates for the BEACON HR/Payroll Project

## BST Structure

**BEACON Support Team Sponsor**

**BEACON Support Team Lead**

### **Subject Matter Experts**

- Financials/Budget
- HR
- Payroll
- Time Management

### **Agents**

- Change/Workforce Transition
- Communications
- Infrastructure/Readiness
- Training

## Sponsor

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- Maintain accountability for executing agency or university-specific plans and tasks in support of BEACON HR/Payroll Project implementation activities
- Assign BST members, including backups as needed
- Attend monthly BEACON HR/Payroll Project meetings for BST Sponsors
- Review agency or university scorecard information and progress relating to the BEACON HR/Payroll Project and help solve issues as they arise

## Team Lead

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- Coordinate, track, and monitor execution of agency or university-specific tasks in the BEACON HR/Payroll Project plan
- Conduct BST meetings within the respective agency or university to review status of project activities
- Serve as primary day-to-day contact to the BEACON HR/Payroll Project Team
- Plan and conduct targeted BEACON HR/Payroll Project awareness and progress meetings with agency or university staff

## Subject Matter Expert (HR, Payroll, Time, Finance)

- Attend To-Be process design sessions, adding input on desired process flows
- Participate in discussions pertaining to the system on behalf of the agency or university
- Assist BEACON HR/Payroll Project Team with various data gathering activities
- Participate in presentations on To-Be processes within the affected agency or university
- Assist BST Change/Workforce Transition Agent in identifying potentially impacted employees, assigning employees to SAP roles, and providing advice on skills assessments of employees
- Work with other agencies, universities and BEACON HR/Payroll Project staff to define reporting needs

## Change/Workforce Transition Agent

- Work with the BEACON HR/Payroll Project Team to conduct an agency or university-specific organizational risk and readiness assessment for the BEACON HR/Payroll Project implementation
- Contribute to agency or university-specific analysis of BEACON HR/Payroll Project stakeholders and help determine levels of involvement
- Work with BEACON HR/Payroll Project Change Management Team to plan for the agency or university's workforce transition into new roles
- Identify agency or university-specific policies and procedures that may need to be modified to complete workforce transition activities
- Participate in updating job descriptions and performance reviews

## Communications Agent

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- Disseminate BEACON HR/Payroll Project information and promotional materials
- Coordinate BEACON HR/Payroll Project events to involve affected agency or university staff, as identified by the BST Sponsor, Lead and/or BEACON HR/Payroll Project Team
- Maintain knowledge and use of updated communication messages by working with the BEACON HR/Payroll Project Communications Team

## Infrastructure/Readiness Agent

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- Identify and coordinate system interfaces, desktop, mail system and network requirements with BEACON HR/Payroll Project IT Team
- Participate in cutover tasks, including data conversion and interfaces

## Training Agent

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- Provide input on training methodology
- Assess readiness of end-users for BEACON HR/Payroll Project training methods (i.e., computer skills)
- Assist with scheduling of agency or university employees in general classes and make-up classes
- Provide agency or university end-user support, as needed

## Design Sessions Overview

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SME Functional Area	Number of Sessions
HR Processes	14
Time Management Processes	9
Payroll Processes	9

**Minimum session time = 8 hours**

**Maximum session time = 32 hours**

## Design Sessions Overview (Cont'd)

- All agencies and universities will not participate in every design session
- Design sessions are targeted to begin the week of June 5<sup>th</sup>
- Agencies that have not submitted Subject Matter Expert names by May 22<sup>nd</sup> may not be included in initial design sessions
- Subject Matter Experts will receive an invitation to attend the design sessions two weeks prior to their start
- Some BEACON HR/Payroll Functional Team Leads will send out surveys to the Subject Matter Experts prior to the start of the design sessions

## Organizational Readiness & Communication

## Questions

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- What are the key factors that will make the BEACON HR/Payroll Project a success within your agency or university?
- What do you see as the biggest potential risks to the BEACON HR/Payroll Project?
- What are some of the important lessons learned from past business transformation efforts within your agency or university?
- Are there other initiatives within your agency or university that may impact the BEACON HR/Payroll Project?
- What is the most effective way to communicate about the BEACON HR/Payroll Project within your agency or university?

## Next Steps

## Checklist of Upcoming Activities

	<b>What?</b>	<b>Who?</b>	<b>When?</b>
<input checked="" type="checkbox"/>	Attend BST Sponsor Orientation	Sponsors	5/10-5/12
<input checked="" type="checkbox"/>	Select BST Members	Sponsors	5/22
<input checked="" type="checkbox"/>	Attend Monthly Sponsor Mtgs.	Sponsors	June 2006
<input checked="" type="checkbox"/>	Attend Design Sessions	SMEs	June – Aug
<input checked="" type="checkbox"/>	Attend BST Lead Orientation	BST Leads	TBD



## BEACON HR/Payroll Project Resources

If you have any questions pertaining to the selection of appropriate resources for the BST, please contact:

- **Shannon Byers, 919-981-5575 or [sbyers@ncosc.net](mailto:sbyers@ncosc.net)**
- **Chris Loso, 919-501-4268 or [closo@ncosc.net](mailto:closo@ncosc.net)**